

1990

The Bankers Executive MBA Program

Nova University

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The Bankers Executive MBA Program



Currency

Foreign

Exchange


WASHINGTON, D.C.

TWENTY

debit



credit



A Commitment To Leadership

As the demands of the marketplace increase, and expectations of the workforce change, the transforming of financial institutions' strategies into competitive success demands one quality above all: leadership--the capacity to take plans from the boardroom and translate them into effective action.

Meeting the competitive challenge today requires a banking-oriented organization to develop talented, highly trained people. That is the reason organizations in the financial industry rely on the Bankers Executive MBA Program.

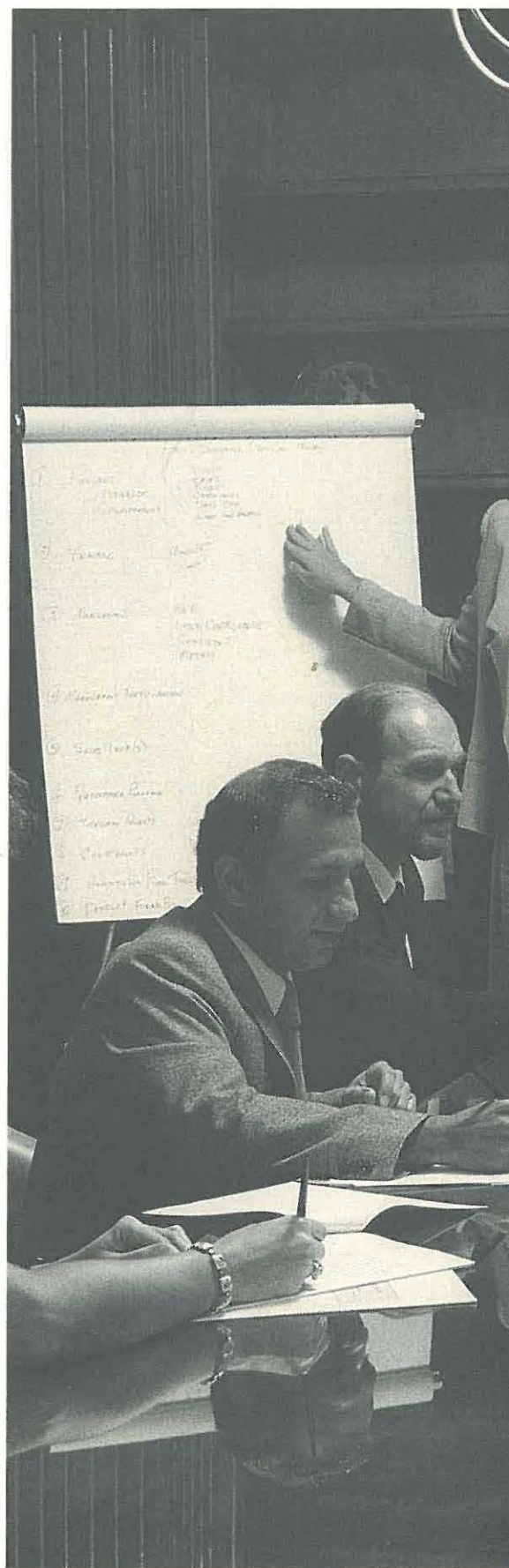


TWENTY

The Director's Message

One of the most vital needs of the complex financial environment is the further development of its present and future leaders. The highly competitive nature of today's deregulated banking industry has made it necessary for banking professionals to anticipate and formulate strategies to survive the next decade. The Bankers Executive MBA Program is designed to assist individuals from diverse financial backgrounds in meeting their personal career goals in the financial industry.

Are you interested in the challenge presented by graduate study in banking? Is your personal goal to develop further and expand your knowledge of the financial industry? If you answered "yes" to either or both, you are ready to begin a program that can assist you in the attainment of your personal goals. The Bankers Executive MBA Program is offered in a unique Saturday format designed for the working banking professional. The program can be completed in as little as eighteen months and provides a cutting edge point of view in the dynamic field of banking as well as a broad-based perspective in addressing contemporary bank issues. Our financial arena is composed of international, interstate, regional, and local banks that range from several million to over thirty billion in assets. By taking advantage of the Bankers Executive MBA Program, you can excel as a leader in this exciting industry.



WASHINGTON, D.C.



Contents

Introduction

The Bankers Executive
MBA Program

Program Objective

Program Schedule

Faculty of Experts

Admission

Degree Requirements

Program Cost

Transfer of Credits

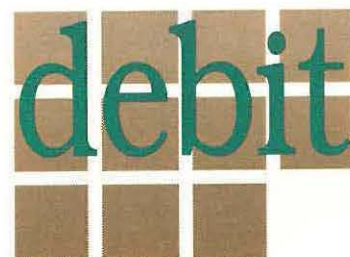
Financial Assistance

Program Alternatives

The Advisory Board

Excellent Reasons

Program Curriculum



Banking Now And To The Year 2000

Successful bank management in the 1990s promises to be a challenging task. We are faced with difficulties ranging from changes in our regulatory environment to major changes in technology. We now, and will for some time to come, live with the realities of mergers, acquisitions, and reorganizations.

At the end of the 1980s there were almost 2,000 banks, bank holding companies, credit unions, financial services companies, and saving and loan associations in Florida alone. What will the '90s bring? It's a certainty that we will feel the impact of the failed thrift industry for some time to come. We will also feel the added effect of poor real estate investment decisions made by banks. We will witness an increasing trend in the use of debit cards as we slowly evolve into an almost cashless society. Clearly, globalization is moving us rapidly into a new-age environment, in which visionary thinking will become the practice of every successful leader of industry.

Good banking management requires sophisticated knowledge of the integration of all stages of the banking process. For example, a marketing director must understand how a small change in the delivery of a product or service will affect branches and bank operations as well as the finance area. Effective bankers also recognize the important role played by government. Similarly, they recognize the opportunities afforded by innovative thinking. Thus a successful banker is simultaneously a conceptualizer, an entrepreneur, a financier, a manager, a planner, and a marketer. It is a demanding job that requires both imagination and skill and provides many different rewards for those who do well.

For years, bankers have acquired skills through the chances of experience. While many individuals have entered the field through training-related disciplines (e.g., business, planning, industrial engineering), an equal number have entered without formal preparation. As the financial industry has grown in scale and complexity and as management activity spreads to corporate institutions, both industry and academia have recognized the need for more formal specialized education.

Currency

Foreign





The Bankers Executive MBA Program is a rigorous and focused degree program designed to educate professional men and women in the full range of development and management aspects of banking. The program draws its faculty from the Banking Institute of the Friedt School of Business and Entrepreneurship, which includes marketing, finance, economics, and accounting specialists. The faculty is augmented by outstanding leaders in the finance industry. The program prepares professionals to assume senior positions of responsibility.

The Bankers Executive MBA Program

The objective of the Bankers Executive MBA Program is to provide professionals with a comprehensive understanding of all phases of the financial institutional process. Subjects are taught by faculty members and professionals active in the field. Each course combines lectures with case studies and assignments that simulate problems and tasks frequently encountered by banking professionals.

Program Objective

Designed to be completed in 18 months of intensive study, the curriculum is demanding and fast paced. The program uses a non-traditional Saturday format to suit the needs of professionals studying at the graduate level. Classes are scheduled for eight of the twelve Saturdays in a term, with a one-to-two week break between them, in each calendar year. Usually, students may enter the program at the beginning of each term. Courses are scheduled in a logical sequence, taking into account prerequisites, so that students can track the entire program at the time of admission.

Besides the core courses required in the Bankers Executive MBA Program, there are specialization modules including Commercial Lending, Current Issues Symposium, Real Estate Construction Lending, Credit Analysis, and Bank Management Computer Simulation.

FEDERAL



Exchange

A Unique Program Schedule

The program utilizes a non-traditional Saturday format to suit the needs of full-time working professionals in the banking field. Classes are scheduled for eight of the twelve Saturdays in a term. There are four 12-week terms, with a one-to-two week break between them, in each calendar year. Usually, students may enter the program at the beginning of each term. Courses are scheduled in a logical sequence, taking into account prerequisites, so that students can track the entire program at the time of admission. Students can complete the program within 18 months. Workshops, seminars, and symposia that augment the program are offered in one-to-five day periods.

A Faculty Of Experts

In developing the Bankers Executive MBA Program faculty, special care was taken to bring together professionals representing a range of expertise, broad perspectives, and specialized knowledge. Each faculty member is not only highly qualified in his or her field, but also skilled in the art of communication. A core adjunct faculty including consultants, bankers, economists, attorneys, accountants, regulators, and others augment the University's full-time professional staff.

Admission

The Bankers Executive MBA Program is specifically designed for managers who intend to maintain full-time employment while pursuing advanced management study.

Candidates for the Saturday program should have five years of work experience, with three years or more in a managerial position. Executives applying for and being admitted to the program are expected to hold a bachelor's degree. However, a limited number of executives who lack such a background will be considered for admission if their credentials indicate an unusually strong probability for success in the program.

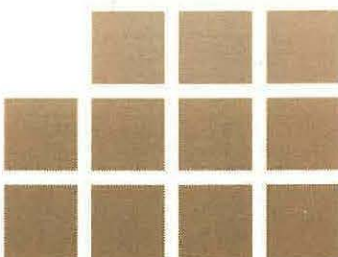
Each Executive MBA student is carefully selected and interviewed prior to admission. The students admitted to the program represent a wide diversity of industry and experience. As a result, there is a high level of interaction within the class; the students learn from the faculty and from each other as well. The knowledge students acquire in the classroom has immediate application in the workplace.

Degree Requirements

To complete the Bankers Executive MBA Program, a participant is required to successfully complete 42 specified credit hours of study.

Program Cost

The entire Bankers Executive MBA Program cost is \$11,970 plus the cost of books. This includes all 42 graduate credits as well as noncredit prerequisite seminars in the areas of statistics, economics, accounting, marketing, and finance. Students are charged no other fees except their nonrefundable application fee and a commencement cap and gown fee.



Tuition may be paid in a number of ways: annually, semi-annually, or quarterly. Banking Institute personnel will be pleased to explain these financing options to the prospective student.

Students who may be eligible for Veterans Administration benefits are invited to consult the VA counselor in the Registrar's Office at the University. In many cases tuition is reimbursed by the sponsoring company.

Various student loan programs are also available. Students should contact The Office of Student Financial Aid to determine what financing may be available for them.

Transfer of Credits

Program applicants are permitted to transfer up to six (6) credits (two courses) from work completed in Master's programs at other accredited institutions. The credits in question must have been completed within the last five years with a grade of "B" or better and have an equivalent course content and level to the Nova coursework. Application for transfer credit must be made at the time of admission to the program.

Financial Assistance

Over three-fourths of all Executive MBA students receive full or partial tuition payment through their company sponsors. The University makes various financial assistance options available to graduate students. Please contact the Office of Student Financial Aid, 3301 College Avenue, Fort Lauderdale, Florida 33314-9987, 1-800-541-NOVA, Ext. 7411 or (305) 475-7411.

Program Alternatives

The Bankers Executive MBA Program is specific and unique. Please inquire at the Banking Institute concerning:

- MBA with a banking specialty and certification (12 banking course credit hours)
- MBA with banking electives (9 banking course credit hours)
- Nova MBA (21 banking course credit hours)
- Second MBA for students with MBA degree from another accredited institution
- Workshop and symposium offerings
- Customer programs designed for and taught at your organization or elsewhere off campus

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, and national or ethnic origin.

The Banking Institute is a member of the Executive MBA Council, which is affiliated with the American Assembly of Collegiate Schools of Business.

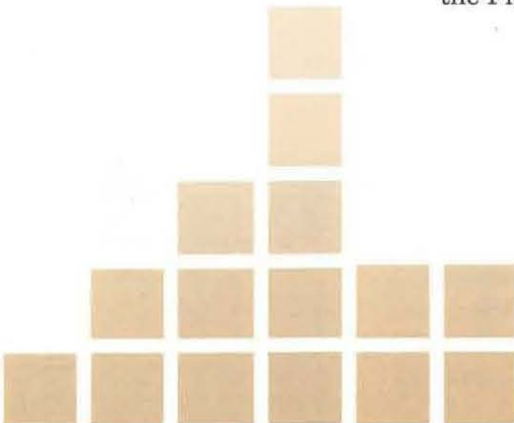


The Advisory Board

The Advisory Board is composed of the dean of the Friedt School of Business and Entrepreneurship, the director of the Division of Executive Development, the director of the Banking Institute, a distinguished panel of senior financial institution-related executives, and Friedt School alumni. The Institute owes its reputation to the quality and commitment of its strong and diverse Advisory Board. The board consists of prominent members of the community throughout Florida and elsewhere. The board plays an active role in providing the Institute with direction for the future and in identifying banking educational goals.

Several Excellent Reasons Why You Should Enroll in the Bankers Executive MBA Program:

1. The program has a Saturday format.
2. The entire program of 42 credit hours can be completed in 18 months.
3. The program is specifically designed for the professionals in the banking community in your region. You interact with your peers.
4. Your tuition includes all your costs, except textbooks.
5. Low student-to-professor ratios.
6. Case studies and class participation are stressed. You are part of the education process.
7. Professors are selected principally from the financial industry. You are taught by working professionals.
8. The program blends theoretical business management disciplines with professional "cutting edge" banking subjects such as Bank Management Computer Simulation modeling.
9. The curriculum is fixed. You can schedule your entire program from the beginning.
10. You formally evaluate your professor, text, and coursework in every course you take.
11. The program was designed by, and is monitored by, banking-related professionals serving on the Advisory Board.
12. Your tuition is fixed in amount for the time you are in the program. No tuition increases for full-time students who are continuously enrolled in the program.
13. Personalized counseling throughout the program. Student problems and issues are addressed on a one-on-one personal basis, not by memo.
14. Convenient Fort Lauderdale Main Campus location at SR84, I-595 and the Florida Turnpike.



Letter of Recommendation

Last name

First name

Middle name

is applying to NOVA UNIVERSITY for admission to a program of graduate study in the field of:

The Admissions Committee will appreciate your estimate of the applicant's aptitude for graduate study. Your comments on his attitude toward his work and his ability and performance as a student or employee, will be extremely helpful. Please include also a brief characterization of the applicant as a person.

Letters of recommendation are required as an important part of the application for admission. Applications cannot be acted upon until complete; therefore, you are requested to return your recommendation as promptly as possible to the Friedt School of Business and Entrepreneurship, Director of Admissions, Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314.

THE RECOMMENDATION

Signature: _____ Date: _____

Address: _____

(Please do not complete this form if the waiver below has not been completed and signed.)

TO THE APPLICANT:

Please complete this portion of the Recommendation Form before giving it to your source of reference.

Pursuant to the Family Education Rights & Privacy Act (Buckley Amendment) enacted on December 31, 1974, I DO ☐, I DO NOT ☐ waive the right to inspect and review this completed recommendation.

Applicant's Name (PRINT)

Signature

Soc. Sec. No.

Program

Semester Date

Full Time ☐ Part Time ☐

Letter of Recommendation

Last name

First name

Middle name

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Applicant's Name (PRINT)

Signature

Soc. Sec. No.

Program

Semester Date

Full Time ☐ Part Time ☐

The Bankers Executive MBA Program



INSTRUCTIONAL MATRIX

	MANAGERIAL POLICY MAKING	DEVELOPING EFFECTIVE ORGANIZATIONS	FINANCIAL MANAGEMENT	MANAGEMENT PRACTICES	CURRENT LENDING STRATEGIES
THE BANKER	BUSINESS POLICY	HUMAN RESOURCE MANAGEMENT	FINANCIAL MANAGEMENT BANK ACCOUNTING MANAGERIAL ECONOMICS	RETAIL BANKING MARKETING MANAGEMENT	BANK CREDIT ANALYSIS LENDING MANAGEMENT
THE FINANCIAL INSTITUTION ORGANIZATION	BUSINESS POLICY	ORGANIZATIONAL BEHAVIOR & DEVELOPMENT	FINANCIAL MANAGEMENT	BANK MANAGEMENT SIMULATION PRODUCTIVITY IMPROVEMENT	COMMERCIAL LENDING RETAIL BANKING MANAGEMENT COMMERCIAL REAL ESTATE LENDING
THE BUSINESS ENVIRONMENT	CONSUMER TRENDS	MANAGING CHANGE AND CONFLICT	PRODUCT PRICING	FUTURE OF FINANCIAL INSTITUTIONS	ANALYSIS OF BUSINESS CONDITIONS

The Bankers Executive MBA Program



Dear Prospective Master's Student:

Thank you for your interest in the Nova University Bankers Executive MBA Program. The purpose of this quality program is the development of managers, who through their professional growth, are prepared to meet the challenges of the ever-changing bank environment.

The Banking Institute offers a unique and innovative program featuring learning and delivery systems for mid- and upper-management professionals who are employed by commercial banks, savings and loan associations, and regulatory agencies.

Because of deregulatory demands and evolving marketplace competition, leaders of financial institutions must develop excellence in the comprehension of cause and effect in order to plan alternative response strategies. Our banking program addresses these and other issues. Nova University is seeking professional individuals with a wide range of career and personal goals who are willing to commit themselves to the effort required to achieve these goals.

I would like to assist you in the pursuit of your executive MBA studies. Please call me or Vi Troppe at Nova University's Banking Institute in Ft. Lauderdale, Florida at (305) 475-7480 or (305) 476-8934.

Sincerely,

A handwritten signature in cursive script, reading "Lea M. Toppino".

Lea M. Toppino
Director
Banking Institute

LMT/vt

FINANCIAL AID HISTORY

To: Master's Program Applicant

PLEASE READ! PLEASE RETURN THIS FORM AS PART OF YOUR APPLICATION MATERIAL. This form must be completed before your file can be reviewed by the admissions committee.

Federal Regulations require that first-time loan users be fully oriented to and understand their obligations regarding loan programs. To insure that you receive the proper orientation material we request that you read the information listed below and respond to the questions appropriately.

1. I am considering using a Federally insured student loan to support my master's program.

_____ Yes - Go on to question #2.

_____ No - Please complete bottom portion and return entire form.

2. If you have borrowed through the Stafford Guaranteed Student Loan Program, the Supplemental Loan for Students Program, or the Parent Loan for Undergraduate Students Program from Nova University prior to August of 1989, you are exempt from completing this orientation process.

Have you borrowed through any of these programs prior to August 1989?

_____ Yes - Please complete bottom portion and return entire form.

_____ No

If you answered no to question #2, you will receive a video and reading material which will familiarize you with your loan obligations. You will be requested to view the video, read the material, and sign the appropriate papers. Please complete and return address form below to have video mailed to you. Directions will follow.

Student Name _____
Please Print

Social Security Number _____

Address _____

City _____ State _____ Zip _____

Signature _____ Date _____

3301 College Avenue
Fort Lauderdale, Florida 33314
305-475-7300



Dear Prospective Applicant:

It is a pleasure to learn of your interest in the Master's Programs offered by the Friedt School of Business & Entrepreneurship. A decision to enter the graduate program of Nova University represents a major commitment in your career development.

Nova University is regionally accredited by the Commission on Colleges, Southern Association of Colleges and Schools. It is unique in its delivery system, which is designed to fit the needs of the working professional. The Master's programs are offered here on the Fort Lauderdale campus, as well as at various cluster sites throughout the United States. Classes meet approximately every third weekend and are taught by a national faculty whose expertise fulfills the curriculum guidelines. Degree requirements can be completed in 18-21 months.

Enclosed is an application and information concerning the Master's programs. Should you desire additional information, please feel free to contact the local cluster coordinator indicated for your area, or call the program office directly at 475-7643 or 475-7681.

Sincerely,



Neuman F. Pollack, Ph.D.

Dean

Friedt School of Business & Entrepreneurship

NP:ts

Enclosures

Letter of Recommendation

Last name

First name

Middle name

is applying to NOVA UNIVERSITY for admission to a program of graduate study in the field of:

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Letters of recommendation are required as an important part of the application for admission. Applications cannot be acted upon until complete; therefore, you are requested to return your recommendation as promptly as possible to the Friedt School of Business and Entrepreneurship, Director of Admissions, Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314.

THE RECOMMENDATION

Signature: _____ Date: _____

Address: _____

(Please do not complete this form if the waiver below has not been completed and signed.)

TO THE APPLICANT:

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Applicant's Name (PRINT)

Signature

Soc. Sec. No.

Program

Semester Date

Full Time ☐ Part Time ☐

The Bankers Executive MBA Program



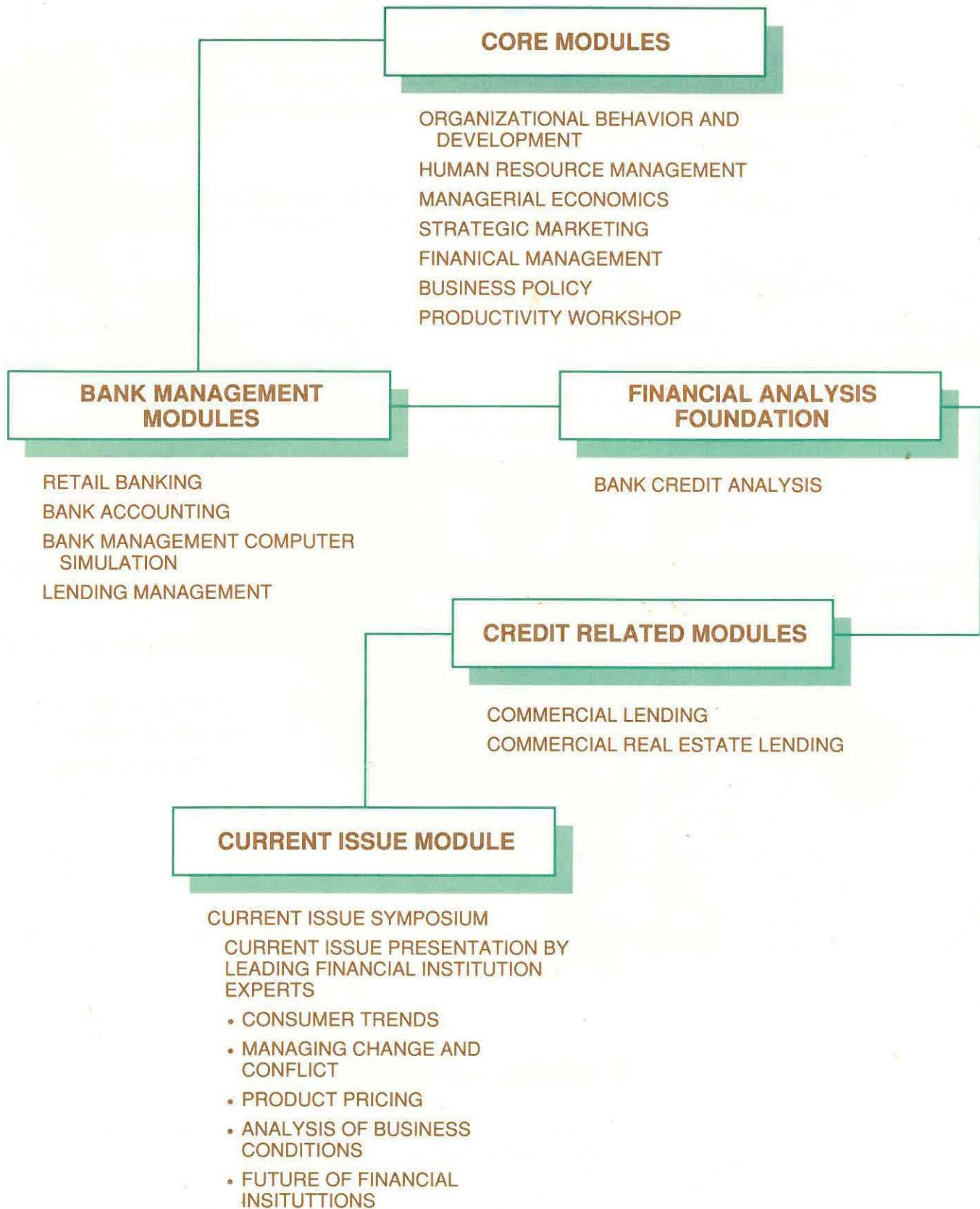
The Bankers Executive MBA Program

Nova University believes in the unlimited potential of every individual. It stimulates men and women to learn, to make a difference in the world. Through its educational offerings, research products, and programs of public service, the University encourages the free exchange of ideas and the search for knowledge that is the corner stone of academic tradition.

The Nova University Bankers Executive MBA Program is an innovative and unique program designed to serve the Florida financial institutions community. The program is primarily designed for mid- and upper-level professionals in commercial banks, thrift institutions, credit unions, regulatory agencies, and other segments of the industry.

The objective of the Nova University Bankers Executive MBA Program is to provide academic growth, analytical proficiency, and the ability to master current relevant issues and concerns necessary for the total development of the financial institution's professional.

PROGRAM CURRICULUM



ADMISSION REQUIREMENTS

- BACHELOR'S DEGREE
- THREE LETTERS OF RECOMMENDATION
- OFFICIAL TRANSCRIPTS
- SATISFACTION OF PREREQUISITE COURSES
- GMAT
- APPLICATION FEE
- PERSONAL INTERVIEW WITH PROGRAM DIRECTOR
- STUDENTS MAY TRANSFER UP TO SIX (6) CREDIT HOURS

FINANCIAL AID

- STUDENT LOANS
- VA BENEFITS
- REIMBURSEMENT FROM BANK/SAVINGS AND LOAN ASSOCIATION OR COMPANY

TUITION AND FEES

- THE PROGRAM COST IS \$285 PER CREDIT HOUR.*
THIS FEE INCLUDES:
 - SYMPOSIUM ATTENDANCE
 - REGISTRATION FEE
 - TUITION
 - SEMINAR COST
 - SEMINAR MEALS
 - GRADUATION FEE

* Tuition and Fees are subject to change without notice.



BANKING INSTITUTE
FRIEDT SCHOOL OF BUSINESS AND ENTREPRENEURSHIP
3301 College Avenue
Fort Lauderdale, Florida 33314
(305) 475-7480
National WATS Line 1-800-541-6682 Ext. 7480



FRIEDT SCHOOL OF BUSINESS AND ENTREPRENEURSHIP
3301 College Avenue, Fort Lauderdale, Florida 33314

Cluster Code	_____
Admit Status	_____

Official Use Only

Graduate Admissions Application

Message To The Applicant:

To complete the application process, please:

1. Print in ink or type all information required on this application and return with nonrefundable \$30.00 application fee. Make all checks payable to Nova University.
2. Request to have your official transcripts sent directly to the University (form provided).
3. If you have taken the Graduate Management Admissions Test (GMAT), or the Graduate Record Examination (GRE), please attach or forward a copy of your grade report immediately.

The GMAT or GRE is mandatory for the Master's in Public Administration; Master's in Business Administration; Master of Science in Human Resource Management, and Health Services Administration; Executive MBA for Bankers program; Master's in International Business Administration; and Master's in Accounting.

Show date: _____, and Year _____, you plan to take this test. Application forms for the GMAT or GRE may be obtained from the Friedt School of Business and Entrepreneurship program office or by writing to GRE/GMAT--Educational Testing Service --Box 966, Princeton, New Jersey 08540.

4. Arrange to have three letters of recommendation sent directly to the University (forms provided).
5. Further Admissions Instructions:
Send all papers and records to: Nova University--Admissions Office, Friedt School of Business and Entrepreneurship, 3301 College Avenue, Ft. Lauderdale, Florida 33314. The processing of your application is dependent upon the prompt receipt of all requested records. A personal interview with a counselor is recommended for all programs, and we recommend that you call if there are any delays in the admissions procedure. (Broward 475-7689 or 475-7079; Dade 940-6447 x 7689 or x 7079, WATS 800-541-6682 x 7689 or x 7079.

Expected Starting Date _____ / _____ / _____ Location _____
Mo. Day Year

Soc. Sec. # _____ / _____ / _____ Sex: ☐ Male ☐ Female Date of Birth _____ / _____ / _____
Mo. Day Year

Last Name First Name M.I. Maiden Name

Legal / Permanent Address: Street & Number Apartment

City State Zip Home Telephone Business Telephone

Mailing Address While Attending Nova (Local) City State Zip

Emergency Contact:

Name

Address Home Telephone Business Tel. Ext.

Academic Goal:

- | | | |
|--------------------------------|---|---|
| <input type="checkbox"/> MBA | <input type="checkbox"/> MS/HRM | <input type="checkbox"/> MS/Human Services |
| <input type="checkbox"/> MPA | <input type="checkbox"/> MS/CJ | <input type="checkbox"/> MS/Microcomputer Mgmt. |
| <input type="checkbox"/> M/ACC | <input type="checkbox"/> MS/Health Services | <input type="checkbox"/> MS/Telecommunications Mgmt. |
| <input type="checkbox"/> MIBA | <input type="checkbox"/> MBA for Bankers | <input type="checkbox"/> Special Student (non-degree) |

Education: List in reverse order (most recent first) all colleges and universities attended. An official transcript must be submitted for course work taken.

Name of College	State	Date Started (Mo/Yr)	Date Ended (Mo/Yr)	Major Field	Degree (Mo/Yr)	G.P.A.

Do you intend to transfer any graduate level credits toward your master's degree?

☐ Yes ☐ No If yes, list: Course number, title, institution, and dates:

Citizenship Status:

☐ U. S. Citizen

☐ Non-resident Alien

☐ Resident Alien

Do you require an I-20? ☐ Yes ☐ No

If you have a visa, indicate Status Code _____

Country of Citizenship _____

Native Language _____

Additional procedures are required for admission of non-resident alien students.

Ethnic Origin Data: (This information is required for reporting purposes only)

Check one of the following:

☐ White Not of Hispanic Origin

☐ Black Not of Hispanic Origin

☐ Hispanic Origin

☐ Asian or Pacific Islander

☐ American Indian or Native Alaskan

Applicant Status At Time Of Application:

First time attending Nova University? ☐ Yes ☐ No

Name of Employer _____

Honor and Other Evidence of High Scholarship _____

Please circle the Undergraduate Prerequisites you have already satisfied. Mark only the ones that apply to your program.

- | | | |
|---------------|-------------------------------|------------------------------|
| 1) Statistics | 6) Managerial/Cost Accounting | 11) Computer Literacy |
| 2) Economics | 7) Advanced Accounting | 12) American Government |
| 3) Accounting | 8) Intermediate Accounting I | 13) Psychology |
| 4) Marketing | 9) Intermediate Accounting II | 14) Management/O.B. |
| 5) Finance | 10) Business Law | 15) Telecommunications Mgmt. |

References: List below three business or faculty references who will submit letter of recommendation on your behalf. Letters are to be submitted directly to the Admissions Office by the persons named below.

Name And Address

Position

Professional Licenses that you hold _____

Business, Professional, and Social Organizations in which you have been active: _____

Financial Aid:

Have you applied for Financial Aid? ☐ Yes ☐ No

Have you filed a College Scholarship Services Financial Aid Form (F.A.F.)? ☐ Yes ☐ No

If yes, when was the F.A.F. sent to Princeton, N.J.? _____
Date

I declare that the above information, to the best of my knowledge, is complete and accurate. I agree to abide by all rules and regulations of Nova University.

Applicant Signature

Date

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University practices a policy of nondiscrimination in employment and admission. Nova University does not discriminate on basis of race, color, age, sex, religion or creed, national or ethnic origin, or handicap.

TRANSCRIPT REQUEST FORM
IMPORTANT: MAIL THIS FORM WITH TRANSCRIPT

Social Security # _____ Date _____

Name _____
Last First Middle

Street _____

City _____ State _____ Zip _____

Date first enrolled _____ Date last enrolled _____

Signature _____

=====

PLEASE SEND _____ COPIES TO:

✦ **NOVA UNIVERSITY**
Friedt School of Business
& Entrepreneurship
Master's Programs
3301 College Avenue
Ft. Lauderdale, FL 33314

MY PROGRAM AT NOVA UNIVERSITY IS:

___ Bankers Executive (MBA)
___ Institute for International Trade
 Development
___ Master of Accounting
___ Master of Business Administration
___ Master of International Business
 Administration
___ Master of Public Administration

___ Master of Science/Gerontology
___ Certificate Program (Gerontology)
___ Master of Science/Health Services
___ Master of Science/Human Resource
 Management
___ Master of Science/Human Services
___ Real Estate Development and
 Management (MBA)

Order Form for GMAT Bulletin of Information

Applicants to schools requiring the Graduate Management Admission Test (GMAT) may arrange with Educational Testing Service (ETS) to take the test on one of four dates. If you wish to receive free of charge a *Bulletin of Information* describing arrangements for taking the test, the nature of the exam, and scoring procedures, complete the address label at the right and mail it to:

**Graduate Management Admission Test
Educational Testing Service
P.O. Box 6101
Princeton, NJ 08541-6101**

To order a *GMAT Bulletin of Information* by telephone, call (609) 771-7330.

A registration form and return envelope accompany each *Bulletin of Information*. Depending on where and when you want to take the test, your completed registration form and fee must be postmarked between five and eight weeks before the test date you select (requests for supplementary and Sabbath observer centers and special arrangements for disabled persons have earlier deadlines). See the calendar on the reverse side for test dates and deadlines. It is to your advantage to send for your *Bulletin* and complete your registration form as early as possible. (Processing of registrations for 1990-91 will begin in late August 1990.)

*Please note that, although you may receive order forms from several schools, you need only one **Bulletin** and registration form.*

This is your mailing label. Type or print clearly.

TO

GRADUATE MANAGEMENT ADMISSION TEST 666-17
EDUCATIONAL TESTING SERVICE GMAT
P.O. BOX 6101 BULLETIN
PRINCETON, NJ 08541-6101

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Reminder: If you order any of the above *Guides* when registering for the GMAT, be sure to enter the amount of your payment in item 32 of the registration form.

†IMPORTANT: See hardware requirements on reverse side.

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TO

GRADUATE MANAGEMENT ADMISSION TEST 692-38
EDUCATIONAL TESTING SERVICE GMAC
P.O. BOX 6108 GUIDES
PRINCETON, NJ 08541-6108 G-96

Registration Calendar

Test Dates	DOMESTIC REGISTRATION GMAT administrations in the U.S., Guam, Puerto Rico, U.S. Virgin Islands, and U.S. Territories			FOREIGN REGISTRATION GMAT administrations in all other countries (including Canada)	
	REGULAR REGISTRATION	LATE REGISTRATION & CENTER CHANGE	SPECIAL REQUESTS	FINAL REGISTRATION & CENTER CHANGE	SPECIAL REQUESTS
	Registration forms postmarked after this date must be accompanied by a \$15 late registration fee.	Add \$15 late registration fee. Registration forms postmarked after this period will be returned.	Last postmark date for supplementary centers, Saturday-Sabbath observer administrations* and arrangements for disabled persons.	Registration forms postmarked after this date or received too late for processing will be returned.	Last postmark date for supplementary centers,† Saturday-Sabbath observer administrations,* and arrangements for disabled persons.
	Postmark Dates			Airmail Postmark Dates	
Oct. 20, 1990*†	Sept. 17	Sept. 18-24	Aug. 29	Aug. 29	Aug. 14
Jan. 19, 1991*	Dec. 18	Dec. 19-26	Nov. 28	Nov. 28	Nov. 12
Mar. 16, 1991*	Feb. 13	Feb. 14-20	Jan. 23	Jan. 23	Jan. 8
June 15, 1991*	May 13	May 14-21	April 24	April 24	April 8

*Administration dates for observers of the Saturday Sabbath will be Monday, October 22, 1990; Tuesday, January 22, 1991; Monday, March 18, 1991; and Monday, June 17, 1991.

†No supplementary centers will be established for foreign registration for the October 1990 test date.

Scores are reported approximately five weeks after the test date.

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How to Order

Both *The Official Guide for GMAT Review* and *The Official Guide to MBA Programs* are sold in many bookstores or can be ordered by mail from ETS. *The Official Software for GMAT Review* is available only through mail order. Fill out the order form and mailing label on the reverse side and send it with the appropriate payment to ETS, either with your GMAT registration form or in a separate envelope addressed to Graduate Management Admission Test, Educational Testing Service, P.O. Box 6108, Princeton, NJ 08541-6108.

All book orders to be sent to addresses in the United States or U.S. territories will be shipped by priority mail (first class) at no additional charge. Because software packages are sent via UPS, a *street address* is required. UPS will *not* deliver to a P.O. box number. Please allow three to four weeks from order receipt for delivery to U.S. addresses. For delivery to other countries, please allow six to eight weeks from time of order receipt.

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